

Responsible Office: NASA Office of Equal Opportunity Programs
Subject: OEOP Policy Formulation and Approval



Office of Equal Opportunity Programs

Office Work Instruction

OEOP Policy Formulation and Approval

Approved by: _____ Original signed by _____
George E. Reese
Associate Administrator
Office of Equal Opportunity Programs

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DOCUMENT HISTORY LOG

<u>Status</u> <u>(Baseline/</u> <u>Revision/</u> <u>Canceled)</u>	<u>Document</u> <u>Revision</u>	<u>Effective</u> <u>Date</u>	<u>Description</u>
<i>Baseline</i>		<i>1-19-00</i>	

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1. Purpose

The purpose of this procedure is to ensure that the NASA Office of Equal Opportunity Programs (Code E) provides executive leadership, policy direction, advice, and functional management in the preparation of equal opportunity plans, procedures, regulations, reports, and other matters pertaining to the policy of providing equal opportunity in employment, research and education to all persons, including disabled veterans; of prohibiting discrimination in employment because of race, color, religion, sex, national origin, age, or disability; and of promoting the full realization of equal employment opportunity through a continuing affirmative employment program.

2. Scope and Applicability

This OWI applies to all the organizational components of Code E.

3. Definitions

- 3.1 AA - Associate Administrator.
- 3.2 ADS - Action Document Summary Form 117
- 3.3 AO - Action Officer. This is the professional staff member responsible for the preparation of the draft and final policy document.
- 3.4 DAA - Deputy Associate Administrator
- 3.5 DD - Division Director
- 3.6 DPP - Draft Policy Package. The package contains the draft policy document and an NHQ Form 117 for each Code that will review the policy document for concurrence.
- 3.7 Code E - Office of Equal Opportunity Programs
- 3.8 FPP - Final Policy Package. The package contains the policy document, with a NHQ Form 117 with the concurring Headquarters Offices.
- 3.9 Policy Document - NASA Policy Directive (NPD), NASA Policy Guidance (NPG), and NASA Policy Charter (NPC).

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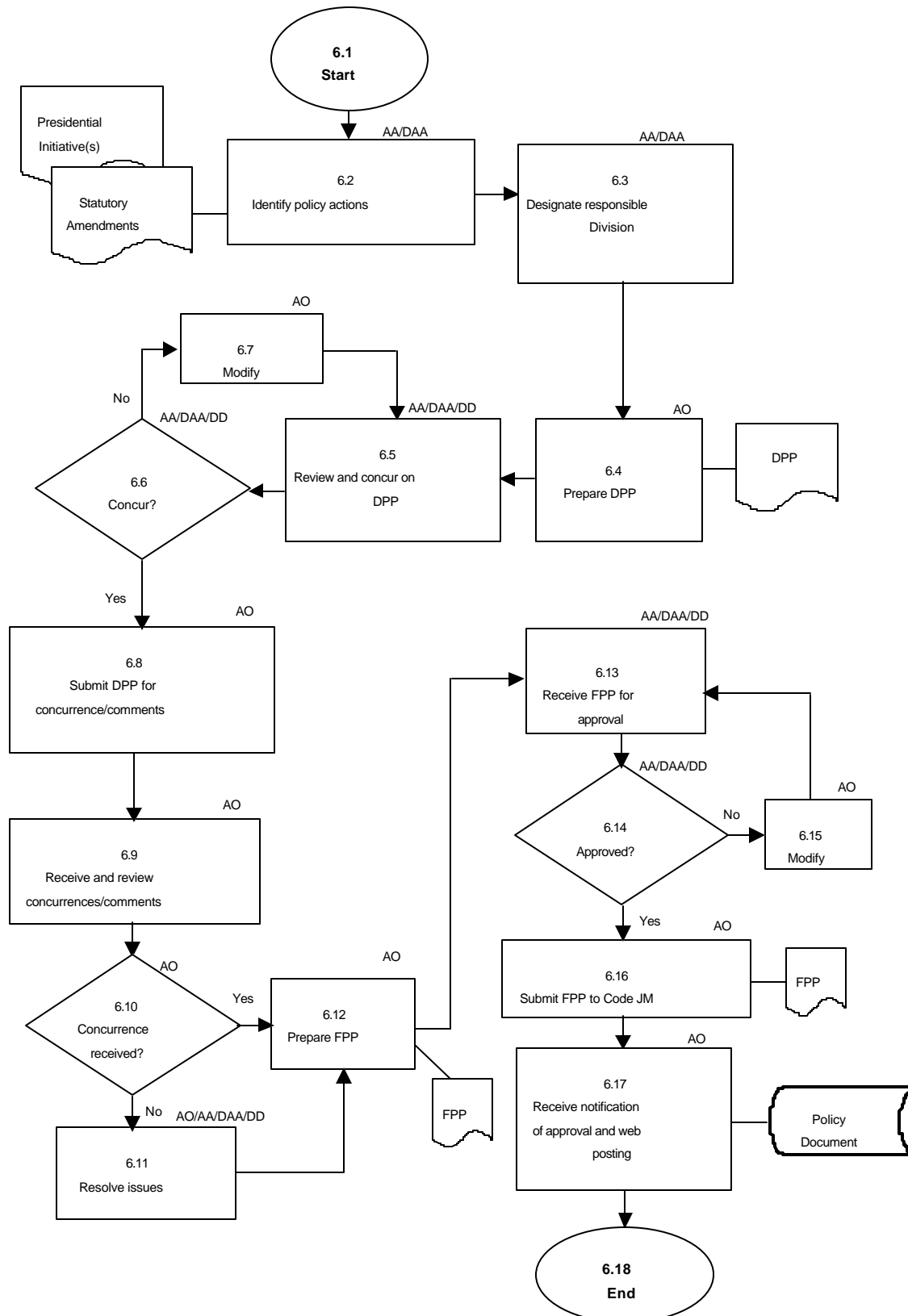
4. **References**

- 4.1 HQSM 1200.A Headquarters Quality Systems Manual
- 4.2 NPD 1000.1A NASA Strategic Plan
- 4.3 NPG 1000.2 NASA Strategic Management Handbook
- 4.4 NHB 1101.3 The NASA Organization
- 4.5 NPG 1400.1 NASA Directives System

The correct version of the above documents
can be obtained from the NODIS Directives
Library.

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5. Flowchart



CHECK THE MASTER LIST at <http://hqiso9000.hq.nasa.gov>
TO VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

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6. Procedure

<u>Step</u>	<u>Actionee</u>	<u>Action</u>
6.1	Code E	Start
6.2	AA/DAA	Policy actions are identified by the AA/DAA as the result of Presidential initiatives (i.e., Executive Orders), judicial mandate (Federal court interpretations of current anti-discrimination laws), and new legislation that amends current Federal statutes and/or new statutes. In addition, current Agency policy documents are also screened in order to determine whether reaffirmation and/or renewals are necessary.
6.3	AA/DAA	Once identification of new policy initiatives is completed, a Code E Division is assigned the responsibility for developing the DPP.
6.4	AO	The AO proceeds to prepare the DPP and submits to and DDDAA/AA.
6.5	DD/DAA/AA	DD/DAA/AA review and concur on DPP.
6.6	DD/DAA/AA	If concurred, then proceed to 6.8.
6.7	AO	If the DPP is not concurred, necessary modifications are made. Proceed to 6.5.
6.8	AO	DPP is submitted to all Headquarters Offices for concurrence and comments.
6.9	AO	The AO receives the DPP's from the Headquarters Offices and reviews them for comments.
6.10	AO	If concurrence is obtained from all the Codes, proceed to 6.12.
6.11	AO/DD/DAA/AA	If concurrence is not obtained, outstanding issues are resolved. This may involve consultation among the AO/DD/DAA/AA. It may also require consultation(s) between Code E and the respective Headquarters Office(s) that have not concurred.
6.12	AO	Once concurrence is obtained from all Headquarters

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- Offices, a Final Policy Package (FPP) is prepared. The FPP contains the policy document, a copy of the NHQ Form 117 with each of the concurring Headquarters Offices' electronic signature.
- 6.13 DD/DAA/AA Receive FPP for approval.
- 6.14 DD/DAA/AA If approval of the FPP is not obtained, modifications are made as required. Proceed to 6.15 for modifications. If approval is obtained, proceed to 6.16.
- 6.15 A0 Modify FPP and proceed to 6.13.
- 6.16 AO FPP is submitted to Code JM for further processing.
- 6.17 AO Receive notification from JM of policy document approval and electronic posting in Directives Library. The policy document is maintained electronically as a quality record.
- 6.18 . Process completed.

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7. Quality Records

Record Identification	Owner	Location	Record Media: Electronic or Hard Copy	Schedule Number and Item Number (NPG 1441.1C)	Retention/Disposition
Policy Directive	E	http://nodis.hq.nasa.gov/Library/Directives/NA-SA-WIDE/contents.html	Electronic	Schedule 3, Item 50, Section D	Destroy when 3 years old, or when superseded or obsolete, whichever is applicable.